

U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 14-122

OPEN TO:	In-House Candidates Only	OPENING DATE: July 22, 2014
TITLE:	Voucher Examiner	CLOSING DATE: August 4, 2014
GRADE:	FSN-8	AGENCY: USAID
POSITION NO:	80105-021	LOCATION: ISLAMABAD
SALARY:	Rs. 1,343,649 P.A. (Starting salary)	

***Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United State Agency for International Development (USAID/Pakistan) is seeking an individual for the position of Voucher Examiner for the Office of Financial Management in Islamabad. The position is classified at FSN-8 grade level. The starting salary for this position is Rs. 1,343,649 per annum and the maximum range is Rs. 2,501,605 per annum, as per the current FSN Compensation Plan.

BRIEF DESCRIPTION OF DUTIES: The office of Financial Management (OFM) is responsible for providing full financial management services to USAID/Pakistan. OFM maintains a comprehensive accounting system (currently in cooperation with the USAID/Cairo accounting station) managing Operating Expense (OE), Program Operating Year Budget (OYB). It provides dedicated financial analysis and accounting support to each development assistance team and, as needed, technical guidance to contractors and grantees. The incumbent is an integral member to the OFM (which consists of twenty-nine other staff members), working throughout the full range of payment functions, including government to government (G2G) payments. The incumbent provides assistance to the timekeeper for the mission staff, assists the primary WebTA (payroll system for Americans) coordinator, and provides voucher examination services and accounts receivable requirements. The incumbent works under the direct supervision of the Supervisory Voucher Examiner, with general supervision from the Chief Accountant

QUALIFICATION REQUIRED:

EDUCATION: A Bachelor Degree (a minimum of 14 years of education) in accounting, finance or business administration is required.

EXPERIENCE: A minimum of four years of progressively responsible experience in professional accounting, auditing, or financially-oriented business management is required.

LANGUAGE: Level IV (fluent) Reading/Writing/Speaking of English and Urdu is required. Language skills may be tested during the recruitment process.

KNOWLEDGE: A thorough knowledge of general business practices related to accountings payables and receivables, cashier operations, payroll operations and banking procedures is required. Additionally, a good understanding of Pakistani common business practices is required.

ABILITIES & SKILLS: The ability to read, to understand, and logically apply complicated regulations, directives, and procedures relating to the voucher examining process is required. Must be proficient in the use of accounting software and Microsoft office applications is required. Excellent written and oral communication skills are required. Flexibility to perform a variety of tasks at the same time, excellent organization skills in order to ensure smooth and efficient "paper "flow" in OFM.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission Pakistan and, if so, in which section they are employed.
8. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.
9. Please note that for In-House Candidates, employee's transfer or promotion whichever is applicable will be processed according to respective clauses of 3 FAM regulations.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title and/or vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number must be mentioned in the subject line.

**Human Resources Unit, Office of Executive Management, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: August 4, 2014

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.